

# MANUAL TRANSMITTAL

**Arkansas Department of Health and Human Services**  
Division of Children and Family Services

**{ } Policy   { } Form   {X} Policy Directive   Issuance Number: FSPP 2007-01**

**Service Programs Policy Manual   Issuance Date: January 30, 2007**

**From: Pat Page, DCFS Interim Director   Expiration Date – Until Superseded**

**Subj.: Executive Directive: DCFS Interfaces with the Crimes Against Children Division (CACD)**

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This Executive Directive provides instruction to DCFS staff concerning keying information in CHRIS when CACD is the primary investigator.

The DCFS Secondary Assigned Investigators on all CACD Primary Assigned Investigations must not enter any data in the CHRIS Investigation file. The only exception is the children's Health and Safety Response and Risk Assessment tabs that CACD Investigators are not allowed to complete.

The DCFS Secondary Assigned Investigator on CACD Primary Assigned Investigations is prohibited from completing the Investigation Closure screen and Request/Approve Closure.

Upon closure of the CACD Primary Assigned Investigation, the DCFS Supervisor of the DCFS Secondary Assigned Investigator continues to complete/approve the Investigation Case Connect screen and Transfer/Assign to Case assignment, if appropriate.

If the DCFS secondary worker becomes aware of new allegations during the investigation, they will provide this information to the primary CACD investigator, who will be responsible for including this information in the case."

**THIS EXECUTIVE DIRECTIVE IS EFFECTIVE IMMEDIATELY**

**Submit inquiries to: DCFS Policy Unit, phone (501) 682-8750**

**Or email at [dhhs.dcfs.policy.unit@arkansas.gov](mailto:dhhs.dcfs.policy.unit@arkansas.gov)**